MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Written Hazard Communication	Related Policies:
Policy Number: STP22	Standards/Statutes:
Effective Date: 11/10/05	Page 1 of 2

PURPOSE: To ensure compliance with OSHA Hazard Communication Standard 29 CFR 1910.1200

by establishing this written hazard communication program providing a safe working

environment for all employees

POLICY: To inform employees of the safety and health hazards that may be associated with

chemicals in the workplace at MCDC through hazardous chemicals list, container labeling,

material safety data sheets and employee training

PROCEDURE:

I. Container Labeling

- A. Safety Officer will verify that all hazardous chemical containers are properly labeled and updated as necessary
- B. Labels will have at a minimum the following information.
 - 1. Hazard warning, message or statement
 - 2. Chemical or Product name
 - 3. Manufacturer name and address
- C. Chemicals transferred from one labeled container to a secondary container shall be labeled with the product name
- D. Employees are to only use properly labeled containers

II. Material Safety Data Sheets

- A. Provide employees with specific information they need to know about the hazards associated with materials to which they are exposed.
- B. Safety officer will be responsible for obtaining and updating MSDS's for hazards chemicals used in the facility.
- C. Safety Officer will maintain a binder with an updated list of all hazardous chemicals used in the facility as well as a corresponding Material Safety Data Sheets for each of these chemicals.

- D. Binder containing list of hazardous chemicals and corresponding MSDS's will be readily available to employees.
- E. MSDS binders are located at 1^{st} floor employee mail box area and at 2^{ND} and 3^{Rd} floor Nurses Station .

III. Employee Training

- A. Safety Officer will provide training to employees who work with or may be exposed to hazardous chemicals
- B. New employees will receive initial training during New Employee Orientation which will consist of OSHA Hazard Communication video training tape and a written test.
- C. Whenever a new hazardous chemical is introduced into the workplace the Safety Officer will discuss with employees the safe use of that chemical according to the container labeling and MSDS
- Employees having contact with hazardous chemicals will on an annual basis review the Hazard Communication Program and be tested on their knowledge of safe handling of chemicals they use
- IV. Safety Committee on an annual basis will review and update as necessary the Hazard Communication Program
- V. Employees can request a copy of the Hazard Communication Program from the Safety Officer or access it on their computer or the Policy and Procedure manual.

VI. Non-routine Tasks

A. All staff who are required to perform hazardous non-routine tasks will be provided training to inform them of the hazardous chemicals they may be exposed to and precautions that should be used for their protection

Revisions:		
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